

ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses a highly responsible administrative position in the police department, the major duties of which include assisting the Police Chief in short and long-range planning of departmental programs, in budget preparation and in management of department finances. The employee of this position prepares reports, correspondence, and news releases for the department, and performs public and community relations duties as assigned by the Police Chief. The employee of this class works with a high level of independence, receiving only limited direct supervision. The Administrative Assistant to the Police Chief reports directly to and has work reviewed by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the class.

Assists the Police Chief in the research and planning for assigned programs and activities. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Recommends management policies, goals, and objectives for the department.

Inspects, observes, and evaluates the effectiveness of department services, and discusses such evaluations with employees in charge of areas inspected in order to correct or improve problem areas. Holds formal meetings for the purpose of receiving reports and disseminating information, including explaining policies, procedures, and rules, or discussing work problems. Investigates complaints against department personnel and formulates a recommendation for reply or action to be taken, including recommending disciplinary action.

Reviews divisional operating budgets, and assists in the preparation of the departmental operating budget. Prepares expenditure estimates. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget. Reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are submitted to the proper authority.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, station and grounds, and other

related property. Prepares specifications on new police department equipment for public bids. Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Compiles and analyzes data needed, and writes reports required to document activity of the department. Writes requests for grants or other special funds to aid in the operation of the police service.

Personally completes all forms and records required or assigned.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Works with boards and agencies whose rules and operations affect the careers of police department employees or the work of the police department; provides these boards and agencies with information, cooperates in projects, or provides any other assistance which may benefit the police department. Answers inquiries from the public about the operation of the department or any related areas of law enforcement.

Determines target areas for crime prevention or community relations efforts by analyzing local crime problems, and assists the Police Chief in developing a community relations program to meet identified community needs. Writes and delivers speeches, and structures demonstrations, lectures, and talks on crime prevention to be used in the community relations program.

Reviews work to be done and delegates assignments to non-classified employees. Outlines responsibilities and duties for non-classified subordinates so that they will know what they are expected to do and what results are expected from their performance.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met before the filing deadline for application for admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical

fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

MUST MEET EITHER OF THE FOLLOWING REQUIREMENTS

EITHER

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation **and** at least ten (10) years of law enforcement experience, at least two (2) years of which must have been in positions which had significant duties related to management and/or finance.

OR

Must have a Bachelor's degree in business administration, public administration, or a related field from an accredited four (4) year college or university.

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